

PCS CHECKLISTS

Civilian PCS Checklist

- Your new supervisor will assign you a sponsor. Provide them with how best to contact you.
- The gaining Civilian Personnel Advisory Center (CPAC) needs information to prepare your PCS orders. Do this first. You will need your PCS orders to make transportation arrangements.
- Provide your sponsor with a copy of your PCS orders. Your sponsor will need them to make some of the arrangements for your arrival in the new location.
- Obtain official and tourist passports for you and your family members.
- Give your mailing address to your sponsor so he/she can send you a Welcome Packet from the local ACS.
- Your sponsor can give you information on housing in the new location. Ask what appliances the Government may issue civilians. Decide what's best to bring with you or store until your return.
- If you have privately-owned firearms, ask your Installation Transportation Office and your sponsor for information on bringing them overseas. There are restrictions.
- Call your local Transportation Office to set up an appointment for shipping your household goods and to obtain information on shipping your POV to Japan.
- Obtain information on car insurance for overseas.
- Your sponsor can set up your new post office box and mailing address with a copy of your PCS orders. Do a change of address at your losing Post Office and notify correspondents.
- Provide your sponsor with the information needed to make your reservation for temporary billeting.
- Clarify your state's position on paying state income tax while living overseas and obtain forms.
- Ask for copies of all medical records. Bring at least one month's supply of prescription medicine. If you or a family member requires any special medical needs, inform your gaining CPAC prior to receiving your PCS orders.
- Review information about the Federal health insurance plans for overseas employees. The CPAC can give you more information.
- If you plan to bring your pets, ask your sponsor to help obtain the necessary information on bringing your pet(s). If you have school-age children, ask your sponsor about information on school registration.
- If you will be requiring childcare, ask your sponsor for information on how to contact the Child and Youth Services (CYS) Central Enrollment Registration Office. There could be a waiting list.
- Paycheck allotments will not transfer. Your gaining CPAC will need an SF-1199 for each allotment.
- The CPAC can give you information about a salary advance. Decide if you will want an advance.

Civilian PCS Checklist (cont)

- TSP loans will not automatically transfer. You must provide your loan number and payment amount to the customer service representative (CSR) at your new CPAC.

Documents to Hand-Carry

Passports
Marriage/Birth Certificates
Current PCS Orders
Shipment Papers
Income Tax Records
Homeowner Documents
Social Security Cards
Children's School Records
Medical Records/Shot Records
Credit Card Information
Insurance Policies
Wills/Legal Documents/Divorce Decree
State Driver's License
Vehicle Title/Registration
Bank Statements/Account Info
SF-50s, Personnel Actions
Employment/Resume Info
Leave & Earning Statements

Military PCS Checklist

S1:

Ensures Soldiers enroll Family members into DEERS (ID Cards 263-4449).

Reviews Army Regulations for eligibility criteria for command Sponsorship and if applicable family travel.

Schedules an appointment for the Soldier with Mr. McCree to authenticate the DA Form 5888 and to address any questions or concerns the Soldier may have.

Ensures Soldiers complete DA Form 7246 prior to visiting the EFMP Coordinator.

Reviews packets to ensure the documents listed below are present prior to submission to the MPD

Submits command sponsorship packet to the MPD for processing

If you have questions regarding command sponsorship processing, contact Mr. McCree (jaqui.mccree@zama.army.mil).

Documentation necessary to process Command Sponsorship Requests:

- ___ DA Form 4187 with company commander's signature
- ___ DA Form 4187-1-R with battalion commander's signature
- ___ DA Form 5888 with EFMP Stamp (if applicable EFMP approval memo for Family members identified as **Warranted** from the Camp Zama EFMP Coordinator)
- ___ Copy of Custody Documentation (if applicable)
- ___ Copy of Marriage Certificate
- ___ Copy of Family member Birth Certificate and/or Passport
- ___ Copy of PCS Orders
- ___ Copy of ERB/ORB

Include the following information in Section IV of the DA Form 4187:

1. IAW AR 55-46, Soldier request the following Family member(s) be command sponsored:
Name/Relationship to sponsor
2. Date of marriage:
3. Present location of Family member(s):
4. Soldier requesting family travel orders: ___Yes ___No
5. Requested travel date:
6. Family member EFMP Screening complete: ___Yes ___No
7. Family member enrolled in EFMP: ___Yes ___No
8. Soldier information: BASD: ETS: DDUS: DEROS:
9. Soldier will extend or reenlist to meet service remaining requirements.